

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
14 CARTER STREET
FORT BLISS, TEXAS 79918-8002

ATSS-NCO-A

17 March 2003

MEMORANDUM FOR SGT Joe Smith, United States Army Noncommissioned Officer Academy, Ft Bliss, TX 79918-8002

SUBJECT: Referred Report

1. References:

- a. AR 623-1, Academic Evaluation Reporting System, 32 March 1992.
- b. AR 623-205, Noncommissioned Officer Evaluation Report, 1 May 1997.

2. Under the provisions of AR 623-1, paragraph 1013, the enclosed copy of DA Form 1059, for the report period 3 March 2003 through 15 March 2003, is referred to you for acknowledgement. The reason for referral is "Failed to achieve course standards" while attending the Basic Noncommissioned Officer Course, Class 03-03.

3. You must acknowledge receipt of the enclosed copy and may provide comments if desired. Any comments submitted must be factual, concise, and limited to matters directly related to the evaluation on the referred report. Enclosures to comments are not authorized.

4. Should you desire to submit comments with this acknowledgement you will have 24 hours. Additionally, you are advised that this does not constitute a request for a Commander's inquiry or appeal. Such requests must be submitted separately under the provisions of AR 623-205, Chapter 4.

5. Do you acknowledge receipt of report? Yes/No (circle one and initial)

6. Do you desire to submit comments to this report? Yes/No (circle one then initial)

7. The point of contact for this action is SFC Jones, Operations, DSN 978-8268, commercial 914-568-8268, fax 568-8776, or email: jonesa@bliss.army.mil.

Encl

HARD A. ROCK
CSM, USA
Commandant

(Example of referred report memorandum. Send memo, comments, and DA form 1059 to PERSCOM (AC), DTAG (NG), or AR-PERSCOM (USAR)